

Beatrice Louise Murch

beatrice@paisleychick.org

Qualifications

Excellent Communicator	Type 60 wpm	Adobe Photoshop	Quicken
Trilingual {French, Spanish}	Macintosh OS 9 & X	Dreamweaver	QuickBooks Pro
Great Phone Etiquette	Windows 95, 98, XP	Firefox	HTML
Fast Learner	Unix novice	MS Internet Explorer	CSS
Friendly Disposition	Macintosh Work Apps	Email Applications	Telnet
Highly Organized	Microsoft Office Suite	GoldMine	FTP
Detail Oriented	Open Office Suite	GIFTS	

Experience

- 2/2009-Present **Distributed Expertise** www.dist-exp.com Buenos Aires, Argentina
Administrator – Currently running an informatics consulting firm. Process invoices, contract with vendors, and deal with all manner of bureaucratic processes as needed to comply with local laws and customs.
- 8/2009-Present **The Argentines** www.theargentines.com Buenos Aires, Argentina
Photo Editor – Take photographs to accompany articles about Buenos Aires and Argentina. Assign photo assignments to a team of photographers on staff. Edit, organize and publish articles for paper. Coordinate with designers and writers and Editor to ensure all angles are covered to produce quality content.
- 8/2008-Present **Freelance Photographer** www.beatricemurchphotography.com Buenos Aires, Argentina
Photographer – Take photos on assignment as needed. Clients include the New York Times, Time Out Buenos Aires, The Argentines, Buenos Aires Insider and Wicked BA.
- 9/2004 – 4/2006 **Internet Archive** www.archive.org San Francisco, CA, USA
Executive Assistant & Development Coordinator – Assisted the director with running the non-profit organization dedicated to providing universal access to all knowledge. Organized and maintained director's quickly changing schedule and travel arrangements. Kept contact database and schedule up to date. Wrote draft correspondence for the director and checked final versions, handled press inquiries and general inquiries from the public via both phone and email. Wrote successful grant proposals (garnering more than \$2,000,000) and follow up grant reports to funders. Managed end-of-year solicitation mailings. Maintained content in parts of the website and assisted with computer troubleshooting. Handled Human Relations (HR) as needed (hiring, insurance, and payroll). Evaluated the yearly budget and assisted with board meeting preparations. Planned both on and off site meetings and events. Provided a professional and friendly office environment, being a point person for managers and employees alike.
- 9/2002 – 8/2004 **French American Charitable Trust (FACT Services)** www.factservices.org San Francisco, CA, USA
Administrative Director – Handled the flow of communication through the office, via the telephone, email, fax and mail. Managed the grants database, processed grant inquiries, proposals, grant awards, agreements, and final reports. Produced the Board Docket twice yearly, including analyses of some grantees. Published a quarterly newsletter to the Board of Directors. Managed vendor and consultant relations. Paid the bills and maintained the balanced bank account, including processing payroll. Arranged travel and planned logistics for funder convenings, board meetings, and site visits. Maintained the web-site and assisted with computer troubleshooting as needed. Enhanced a professional and friendly office environment, providing as needed support to both the President and Program Officer.
- 7/1999-8/2002 **Project Fit America (PFA)** www.projectfitamerica.org Novato, CA, USA
Program Coordinator – Assisted the CEO with her non-profit charity dedicated to getting children physically fit. Ran the grant programs to find schools and award the PFA program nationwide. Managed 2-year program implementation in over 100 schools. Organized media events nationwide (including scheduling, press relations and travel arrangements of sub-contractors) with all of the schools and sponsors who launched the PFA program in the fall of each year. Quickly and successfully responded to all customer service requests from both schools and sponsors. Served on the Board of Directors as secretary and took minutes at annual meetings. Managed vendor relationships and incoming communications (phone, e-mail, postal, fax), ordered and stocked office supplies, maintained the web-site (keeping

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the content current) and the Macintosh computer network, and created a pleasant working environment.

- 9/1998 – 6/1999 **MetaSearch Inc.** <http://www.metasearchinc.com> Fairfax, CA, USA
Communications Manager – Assisted the CEO with her executive and technical recruiting firm, responding to phone inquiries, e-mail and faxes; created a resume database and screened candidates over the phone. Maintained and purchased inventory of office supplies, completed competitive research analysis, searched the internet for relevant hard-to-find resumes, made travel arrangements for company members and created a good and harmonious working environment.
- 7/1997 – 9/1998 **Quick Brown Fox Productions** Bolinas, CA, USA
Office Assistant – Sole administrative support to Charles Fox, a published author. Took dictation, researched facts, assisted in the editing of his work, organized his office, wrote letters, made and took phone calls, created a new filing system and upgraded the Macintosh computer system.
- 5/1997 – 7/1998 **Looking Glass Films** Bolinas, CA, USA
Office Assistant – Worked directly with the president of this film production company to create an enjoyable and productive working environment for the remake of Orson Welles' *Touch of Evil*. Organized the office, maintained office supplies, fielded phone calls, maintained the Macintosh computer system.
- 5/1994 – 9/1994 **San Francisco Redevelopment Agency** San Francisco, CA, USA
Receptionist – Manned the front reception desk of this city agency, fielded phone calls, greeted people, stuffed mailers, supported other secretaries as needed and did data entry.

Education

- May 1998 **Willamette University** Salem, OR, USA
BA: Art History & French Literature Majors & Math Minor

Volunteer Experience

- June 2000 **AIDS Ride 7** Rode my bicycle from SF to LA raising \$5,810 for the SF AIDS Foundation
- Winter 1998 **AIDS Ride 6** Led Training Rides for California AIDS Riders on weekends
1997-8 **KWMR** Installed and maintained the Macintosh computer setup
- June 1998 **AIDS Ride 5** Rode my bicycle from SF to LA raising \$7,250 for the SF AIDS Foundation
- Winter 1997 **Willamette Mid-Valley Women's Crisis Service** Fielded telephone calls from women in abusive situations and transported some of them to the crisis shelter in Salem, Oregon

Related Experience

- 6/1998 – 11/1998 **Stinson Beach Books** Stinson Beach, CA, USA
Retail Clerk – Worked directly with the owner to help with the daily transactions and customers, opened and closed the store, answered the telephone, called suppliers, stocked the supplies, ordered and received shipments, billed monthly credit account customers and took special book orders.
- 9/1994 – 5/1997 **Bon Appetit** Salem, OR, USA
Student Manager – One of two managers at the school cafeteria in the evening shifts. Supervised all the other students serving dinner in *Goudy Commons*. Delegated duties of serving location, coordinated shift changes and followed through with final clean up at the end of the night. This job was held while going to University full time.
- 1993, '92, '90 **Camp Mendocino** Fort Bragg, CA, USA
Tribe Chief-Counselor – Responsible for between 20-60 primarily inner-city children attending the summer-camp for sessions of ten days each, as well as the 5-9 counselors in the "tribe" with a total of six ten-day sessions in the summer.

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Honors and Grants

- *Dean's List* 1994, 1995 at Willamette University
- Spring 1996 – Received a *Carson Undergraduate Research Grant* to write a screen-play based on the book *The Last Ride* by Thomas Eidson during that summer.
- Graduated *Cum Laude* from Robert Louis Stevenson High School
- Awarded *Headmaster's Award* for Excellence in 1991

Memberships and Affiliations

<i>American Association of University Women</i>	Member
<i>Electronic Frontier Foundation</i>	Member
<i>Free Software Foundation</i>	Member

References Available Upon Request